



Job Announcement for the Position of
Mechanic
Wastewater Services Division
City of McMinnville

Salary: \$4,034 to \$5,150 per month
Job Type: Full Time
Closing Date: September 27, 2019
Location: City of McMinnville, Water Reclamation Facility
3500 NE Clearwater Drive, McMinnville, Oregon 97128
Application: **Job application and cover letter that describes why you are the best candidate for the Mechanic position.**

Definition:

The Wastewater Services is seeking a qualified candidate to fill the position of **Mechanic**. The primary responsibility of this position is to perform routine preventive, corrective and predictive maintenance on the City's Class IV Water Reclamation Facility and associated pump stations.

About the Division:

The Wastewater Services Division includes Collection System Maintenance and the Water Reclamation Facility (WRF). The Collection System Maintenance Crew is responsible for cleaning and TV inspecting the City's 153 miles of sanitary sewer lines and 76+ miles of storm sewer lines. The WRF is a 6.1 MGD tertiary treatment plant designed for ammonia and phosphorus removal. The facility went into operation in January 1996 under the most restrictive NPDES discharge permit in the State of Oregon.

The City and the Community:

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville has a growing population of nearly 35,000 residents. McMinnville is in the heart of Oregon's wine country and is close to the Oregon Coast, Portland, and Salem. The City is home to Linfield College and a satellite campus of Chemeketa Community College.

Duties and Responsibilities:

- Performs preventive maintenance, which includes equipment inspections and minor adjustments, equipment lubrication and oil changes, pump and motor alignment, equipment rotation, and minor vehicle maintenance.
- Performs corrective maintenance, which includes equipment rebuilds, instrumentation, troubleshooting; pump, compressor, and motor repair; minor vehicle maintenance; and minor HVAC repair.
- Performs predictive maintenance, which includes vibration analysis, bearing analysis, and electrical measurements.
- Orders and maintains an inventory of parts and supplies, and maintains the shop.

- Prepares written reports, schedules work and maintains records using a computerized maintenance management system.
- Develops and maintains hazard analysis for assigned tasks.
- Coordinates mechanic duties and responsibilities with the work performed by contractors and vendors.
- Performs work in accordance with federal, state, and City employment and safety laws, rules and standards.
- Performs building maintenance and general housekeeping.

Qualifications:

Knowledge Requirements

- Diagnosis, troubleshooting, repairs, alignment, instrumentation, and rebuild methods for various types of equipment, including pumps, compressors, motors, HVAC, and vehicles.
- Computerized record keeping systems, scheduling systems, word processing and e-mail. Routine preventive, predictive, and corrective maintenance methods.
- Current employment and safety laws.

Skill Requirements

- Proper use of mechanics tools and instruments.
- Reading and understanding blueprints and drawings.
- Use of computers for report writing, generating spreadsheets, and using databases.
- Communicating effectively with others.

Ability Requirements

- Follow procedures for ordering and restocking parts and supplies.
- Work in confined spaces safely and follow all safety rules.
- Establish and maintain effective working relations with others.

Required Licenses and Certifications:

The City of McMinnville will pay for all required testing and certificates.

A valid state driver's license is required.

A Limited Maintenance Electrical License is desirable, but not required.

Physical Demands and Working Conditions:

Must be able to stand, sit, bend, kneel, climb, grasp, walk, stoop, crawl, reach, feel, use repetitive motions of hands and wrists, and use repetitive motions of feet.

Compensation and Benefits:

The salary range for the Mechanic position is \$4,034 to \$5,150 per month, depending upon qualifications.

The City's benefit package includes:

- Medical, dental, and vision insurance in which the City and the employee share in increases to the premiums over the base cost established in 1991-92.
- City-paid life insurance;
- City-paid disability insurance;
- Sick leave earned at the rate of 8 hours per month;
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours; with increases in accrual rates after 3, 7, 13, and 20 years;
- Ten paid holidays and two floating holidays;
- City-paid participation in the Public Employees Retirement System (PERS)/(OPSRP);
- Employee Assistance Program;
- Opportunities for on-going professional development;
- Options to participate in the credit union, deferred compensation plan, flexible spending account (Section 125 Plan), and other employee-paid insurance.

The Application Process:

Those interested in the position of Mechanic **must submit a City employment application and cover letter describing by you are the best candidate for the Mechanic position.**

Applications are available online at www.mcminnvilleoregon.gov/jobs

Please email hr@mcminnvilleoregon.gov or call (503) 434-2328 with questions regarding this recruitment.

Tentative Selection Schedule:

Applications and response to the supplemental question will be accepted via email (hr@mcminnvilleoregon.gov) through 11:59 pm on September 27, 2019. Interviews will be conducted the week of October 7, 2019, reference checking and conditional offer will be made during the week of October 14, 2019.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see the phone number and email address listed above). This is not an implied contract and may be modified without notice.